



The people of the Department of Managed Health Care work toward an affordable, accountable and robust managed care delivery system that promotes healthier Californians. Through leadership and partnership, the Department shares responsibility with everyone in managed care to ensure aggressive prevention and high quality health care, as well as cost-effective regulatory oversight.

Governor's Exempt Appointment

**The California Department of Managed Health Care is currently recruiting for a
Chief Deputy Director, Office of the Director**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing Civil Service, and the special trust placed in public servants.

CLASSIFICATION:	Chief Deputy Director, Office of the Director
JOB LOCATION:	Sacramento, CA
FINAL FILING DATE:	February 28, 2014 or Until Filled
SALARY:	To Be Determined

APPLICANT CHARACTERISTICS

The California Department of Managed Health Care (DMHC) is in search of an energetic and innovative individual to lead a multi-faceted department that regulates most health plans, serving over 20 million enrollees, in the State of California. If you are experienced in administrative and personnel management, knowledgeable about health care reform and the health care industry, and a leader who can develop consensus among diverse groups of stakeholders while working cooperatively with the Legislature, State and Federal public agencies, the DMHC is very interested in having you join our leadership team!

POSITION DESCRIPTION

Under the direction of the Director, the Chief Deputy Director leads the day-to-day operations of the Department of Managed Health Care (DMHC) to ensure that all policies and operations support its mission to work toward an affordable, accountable and robust managed health care delivery system that promotes healthier Californians. The Chief Deputy Director works collaboratively with the Deputy Directors to plan, develop, implement and administer all aspects of DMHC activities and ensure the smooth and efficient operation of DMHC programs. The Chief Deputy Director also acts for the Director in her absence.

Specific tasks include, but are not limited to:

Serves as the Director's top advisor on operational matters and keeps the Director apprised on issues that have department and statewide impact. Leads or co-leads department-wide planning, policy making and decision-making activities. Oversees and provides direction in the development and implementation of policies and procedures to promulgate regulations and enforce the Knox-Keene Health Care Service Plan Act of 1975.

Develops, implements, evaluates, and approves operational and legal program policies and direction for the DMHC. Ensures program activities align with the DMHC mission and goals and objectives of the

DMHC Strategic Plan. Collaborates with the Director and Deputy Directors to develop performance measures; monitors and evaluates Deputy and program performance in achieving DMHC goals and objectives. Manages, both directly and through subordinate supervisors, DMHC operations which consist of eight (8) Offices and a total workforce of approximately 385, including 11 Deputy Directors.

Determines the most appropriate use of DMHC financial and personnel resources. Develops proposals and initiatives for the Health and Human Services Agency (Agency) and the Governor's Office. Oversees federal grants and Interagency Agreements with other state departments including the Department of Health Care Services and Covered California.

Acts as the primary liaison with Agency; keeps Agency informed of sensitive and confidential matters. Represents the DMHC with Legislators and legislative staff, other state departments including Finance and CalHR, as well as top officials within other government agencies (federal and local), legal counsel within various public and private sectors, public interest groups and department stakeholders. Testifies at budget and other legislative hearings, as requested.

MINIMUM QUALIFICATIONS

1. Minimum of 5 years of increasingly responsible management/leadership positions in state government, health care organizations, or other related organizations.
2. Bachelor's Degree required; Master's degree or Juris Doctor degree preferred.

DESIRABLE QUALIFICATIONS

1. Ability to function as part of an executive team to plan, develop and implement Department policies and priorities; act as principal advisor to the Director, including the ability to formulate policy and initiate and recommend strategic changes impacting individual program and the Department as a whole, in order to meet competitive demands and corporate objectives and values; ability to solve problems and develop new approaches to achieve the Department's mission.
2. Experience in the health care industry and an understanding of the changing health care marketplace; a passion for and commitment to ensuring consumers receive the health care services they need and are entitled to; knowledge of managed health care systems and policies. An understanding of the Knox Keene Act and its regulations is highly desirable.
3. Strong leadership skills; ability to communicate clearly and directly with high level and highly educated professionals, mid-level managers and support staff; ability to work collaboratively with diverse interest groups, promote partnerships and gain the support and confidence of DMHC leadership and staff, the Administration, and State and Federal control agencies.
4. Knowledge and experience with state government policies and procedures including, but not limited to, budgets and budget change proposal development, procurement, personnel, contract management and project management.
5. Ability to make decisions regarding sensitive and/or confidential administrative, personnel and programmatic matters; practices thoughtful information gathering techniques to evaluate and recommend a course of action; seeks the opinions of others and is open to new ideas.

COMPENSATION AND BENEFITS

Salary – is negotiable and commensurate with education, experience and training.

Benefits – medical, dental, vision, life insurance and retirement program under the California Public Employees Retirement System (CalPERS).

Leave Allowance - Vacation and sick leave benefits provided and 11 holidays observed annually.

APPLICATION INFORMATION

1. Submit a [Standard State Application \(Form 678\)](#), resume, and Statement of Qualifications (SOQ) to the address indicated below.
2. An SOQ, no more than three pages in length, describes how the candidate's background, education and experience specifically relate to the ability to perform the duties of this position.
3. Simultaneously complete the online [Governor's Office Application for Appointment](#) form.
4. A screening committee will independently evaluate each applicant's experience, education, certification and training for the position against specific job-related criteria developed from the Desirable Qualifications. Therefore, it is critical that each applicant include specific information in the SOQ on how his/her experience, education, certification, and training meet the Desirable Qualifications.
5. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates.

All interested applicants must submit the State Application, Resume, and Statement of Qualifications to:

**Department of Managed Health Care
Human Resources - Attention: Emily Taylor
980 9th Street, Suite 500
Sacramento, CA 95814
(916) 327-2438**